



**Schedule**  
Contract GS-35F-5115H

***TECOLOTE RESEARCH, INC.***

**AUTHORIZED  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE, AND SERVICES**

**Special Item No. 132-51, Information Technology (IT) Professional Services**

**SPECIAL ITEM NO. 132-51, INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

<b>FPDS Code D302</b>	<b>IT Systems Development Services</b>
<b>FPDS Code D306</b>	<b>IT Systems Analysis Services</b>
<b>FPDS Code D308</b>	<b>Programming Services</b>
<b>FPDS Code D399</b>	<b>Other Information Technology Services, Not Elsewhere Classified</b>

**Tecolote Research, Inc.  
420 S. Fairview Ave., Suite 201  
Goleta, CA 93117-3654  
(805) 571-6366  
[www.tecolote.com](http://www.tecolote.com)**

**Contract Number: GS-35F-5115H**

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).*

**Period Covered by Contract: 27 February 1998 through 26 February 2018**

**General Services Administration  
Federal Acquisition Service**

**Pricelist current through Modification # CM-A454, dated 15 June 2015**

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

## TABLE OF CONTENTS

	<u>Title</u>	<u>Page</u>
	<b>INFORMATION FOR ORDERING ACTIVITIES.....</b>	<b>1</b>
1	Geographic Scope of Contract.....	1
2	Contractor's Ordering Address and Payment Information .....	2
3	Liability for Injury or Damage.....	2
4	Statistical Data for Government Ordering Office Completion of Standard Form 279 .....	2
5	FOB Destination .....	3
6	Delivery Schedule.....	3
7	Discounts.....	3
8	Trade Agreements Act of 1979, as amended .....	3
9	Statement Concerning Availability of Export Packing.....	4
10	Small Requirements .....	4
11	Maximum Order.....	4
12	Use of Federal Supply Services Information Technology Schedule Contracts .....	4
13	Federal Information Technology/Telecommunication Standards Requirements .....	4
	13.1 Federal Information Processing Standards Publications (FIPS PUBS) .....	5
	13.2 Federal Telecommunications Standards (FED-STDS).....	5
14	Contractor Tasks/Special Requirements .....	5
15	Contract Administration for Ordering Offices.....	6

**TABLE OF CONTENTS (Continued)**

	<b><u>Title</u></b>	<b><u>Page</u></b>
16	GSA Advantage!.....	6
17	Purchase of Open Market Items.....	7
18	Contractor Commitments, Warranties and Representations .....	7
19	Overseas Activities .....	8
20	Blanket Purchase Agreements (BPAs) .....	8
21	Contractor Team Arrangements.....	8
22	Installation, Deinstallation, Reinstallation.....	8
23	Section 508 Compliance. ....	9
24	Prime Contractors Ordering From Federal Supply Schedules.....	9
25	Insurance – Work on a Government Installation .....	9
26	Software Interoperability .....	10
27	Advance Payments.....	10
	<b>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM 132-51) .....</b>	<b>11</b>
1	Scope.....	11
2	Performance Incentives.....	11
3	Order .....	11
4	Performance of Services .....	12
5	Stop-Work Order .....	12
6	Inspection of Services .....	13
7	Responsibilities of the Contractor.....	13

**TABLE OF CONTENTS (Continued)**

8	Responsibilities of the Ordering Activity .....	13
9	Independent Contractor.....	13
10	Organizational Conflicts of Interest.....	13
11	Invoices.....	14
12	Payments .....	14
13	Resumes .....	15
14	Incidental Support Costs .....	15
15	Approval of Subcontracts .....	15
16	Description of IT Services and Pricing .....	15
	16.1 Information Technology (IT) Professional Services (SIN 132-51) .....	17
	16.1.1 Labor Category Descriptions for Information Technology (IT) Professional Services (SIN 132-51).....	18
	16.1.2 Rates by Labor Category for Information Technology (IT) Professional Services (SIN 132-51).....	27
	<b>BLANKET PURCHASE AGREEMENTS (BPAs) .....</b>	<b>28</b>
	<b>CONTRACTOR TEAM ARRANGEMENTS .....</b>	<b>30</b>

**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.fss.gsa.gov/fas](http://www.fss.gsa.gov/fas)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**1. GEOGRAPHIC SCOPE OF CONTRACT**

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION**

Ordering Address: Tecolote Research, Inc.  
420 S. Fairview Ave., Suite 201  
Goleta, CA 93117-3654

Payment Address: Tecolote Research, Inc.  
P.O. Box 6069  
Santa Barbara, CA 93160-6069

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance.

Primary: Ms. Elizabeth A. Hawes, GSA Contracts Manager  
420 S. Fairview Ave., Suite 201  
Goleta, CA 93117-3654  
E-mail: ehawes@tecolote.com  
Phone: (805) 571-6366, x 126  
Fax: (805) 571-6377

Alternate: Mr. Michael W. Underwood, Director of Contracts  
420 S. Fairview Ave., Suite 201  
Goleta, CA 93117-3654  
E-mail: munderwood@tecolote.com  
Phone: (805) 571-6366, x 120  
Fax: (805) 571-6377

**3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE  
COMPLETION OF STANDARD FORM 279**

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS): 074108176

Block 30: Type of Contractor:

B. Large under NAICS 541519

Block 31: Woman-Owned Small Business - No

Block 37: Contractor's Taxpayer Identification Number (TIN) 95-2834773

Block 40: Other Veteran Owned Small Business (VOSB) - No

**4a. CAGE CODE:** 0BMB0

**4b. Contractor has registered with the Central Contractor Registration Database.**

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

(a) TIME OF DELIVERY. The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

**SPECIAL ITEM NUMBER****DELIVERY TIME (DAYS ARO)**

132-51

As negotiated between Ordering  
Activity and Contractor

(b) URGENT REQUIREMENTS. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS**

Prices shown are NET Prices; Basic Discounts have been deducted.

- (a) Prompt Payment: None
- (b) Quantity: None
- (c) Dollar Volume: Negotiable for orders over prescribed Maximum Order amount
- (d) Other Special Discounts (i.e. Government Education Discounts, etc.): None

**8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING**

Not applicable.

**10. SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued is **\$100.00.**

**11. MAXIMUM ORDER**

(All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SIN) is \$500,000:

Special Item Number 132-51 – Information Technology (IT) Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS**

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.



### **13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

### **13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)**

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

## **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

## **15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES**

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4).

## **16. GSA ADVANTAGE!**

The GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product category (ies).

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>.

## **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) – referred to as open market items – to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14 and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

(a) For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the contractor.

(b) The above is not intended to encompass items not currently covered by the GSA Schedule contract.

(c) The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

## **19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside of the 48 contiguous states and the District of Columbia, except as indicated below:

---

NONE

---

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States of the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under the supply contract. However, if the construction,

alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

### **23. SECTION 508 COMPLIANCE**

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes   X  

No       

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): <http://www.tecolote.com/Services/SoftwareDevelopment.html>

### **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the Contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule Contractor); and

(b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_.  
In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

### **25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## **26. SOFTWARE INTEROPERABILITY**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

## **27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

*All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately*

**1. SCOPE**

(a) The prices, terms and conditions stated under Special Item Number 132-51, Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

(b) The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

(a) Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

(b) The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

(c) Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

(a) Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

(b) All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

#### **4. PERFORMANCE OF SERVICES**

(a) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

(b) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

(c) The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

(d) Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

#### **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.



(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) (Applies to IT Professional services only) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS --COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 227-14 (Deviation – Dec 2007), Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the

Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

**13. RESUMES (applies to IT Professional Services only)**

Resumes shall be provided to the GSA Contracting Officer or the user agency upon request.

**14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

**15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

**16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

(a) The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

(b) Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

**USA COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

**PREAMBLE**

Tecolote Research, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Ms. Elizabeth Hawes at (805) 571-6366, x 126, fax (805) 571-6377, e-mail address: [ehawes@tecolote.com](mailto:ehawes@tecolote.com).

## Information Technology (IT) Professional Services (SIN 132-51)

The following page contains a—not all-inclusive—list of professional services representative of the types of Tecolote Research, Inc. services available through this schedule contract.

### Representative Tecolote Research IT Professional Services

<p><b>Cost Estimating</b></p> <ul style="list-style-type: none"> <li>• Program Life-Cycle Cost Analysis</li> <li>• Baseline (Cost/Technical)</li> <li>• Technical Descriptions (CARD Development)</li> <li>• What-if Analysis</li> <li>• CAIG Estimates/Milestone Review Support</li> <li>• MAISRC Support</li> <li>• DAB Review Support</li> <li>• Budget Inputs (POM/BES)</li> </ul> <p><b>Cost as an Independent Variable (CAIV) Studies</b></p> <ul style="list-style-type: none"> <li>• Cost Engineering</li> <li>• Cost Goal Development</li> <li>• Cost/Performance Trade Studies</li> <li>• Environmental Cost Trade Studies</li> </ul> <p><b>Cost Model/Methodology Development</b></p> <ul style="list-style-type: none"> <li>• Data Collection/Normalization</li> <li>• Database Development</li> <li>• Cost Estimating Relationship (CER) Development</li> </ul> <p><b>Risk Analysis</b></p> <ul style="list-style-type: none"> <li>• Cost/Schedule/Technical/Configuration Assessments</li> <li>• Risk Driver Identification</li> <li>• Risk Valuation</li> </ul> <p><b>Economic Analysis</b></p> <ul style="list-style-type: none"> <li>• Cost-Benefit Trade Studies</li> <li>• Analysis of Alternatives (AOA)</li> </ul> <p><b>Business Process Re-Engineering</b></p> <ul style="list-style-type: none"> <li>• Organizational Assessments</li> <li>• Strategic Planning</li> <li>• A-76 Studies (Privatization Studies)</li> <li>• Process Modeling</li> </ul> <p><b>Litigation Support</b></p> <ul style="list-style-type: none"> <li>• Independent Cost/Schedule Estimates</li> <li>• Settlement Position Support</li> </ul> <p><b>Schedule Support and Analysis</b></p> <ul style="list-style-type: none"> <li>• Contractor Schedule Assessments</li> <li>• Integrated Master Schedule (IMS) Development</li> </ul>	<p><b>IT Software Solutions</b></p> <ul style="list-style-type: none"> <li>• IT Architecture Development</li> <li>• Data Models</li> <li>• Functional Models</li> <li>• COTS-Selection/Trade-off Studies</li> <li>• RAD Prototypes</li> <li>• Client/Server Enterprise Systems</li> <li>• Documentation, Tech Support, Maintenance</li> <li>• Training</li> <li>• Data Warehouses</li> <li>• Internet/Intranet Applications</li> <li>• Web Sites</li> <li>• EC/EDI Translation/Mapping</li> <li>• MIS Development</li> <li>• Database Maintenance</li> </ul> <p><b>Automated Analytical Tools/Models</b></p> <ul style="list-style-type: none"> <li>• Client-Unique Tool Applications</li> <li>• Cost and Performance Modeling</li> <li>• Decision Support Tools</li> </ul> <p><b>Budget/Financial Management</b></p> <ul style="list-style-type: none"> <li>• Budgeting (POM/BES Development)</li> <li>• Contract Reconciliation (ULO/NULO)</li> <li>• CFSR Analysis</li> <li>• Unit Cost Analysis</li> <li>• Integrated Financial Tracking System (IFTS) Implementation and Support</li> </ul> <p><b>Source Selection</b></p> <ul style="list-style-type: none"> <li>• Acquisition Plan Development</li> <li>• RFP Development Support</li> <li>• Cost Proposal Evaluation (Basis of Estimate)</li> <li>• Most Probable Cost (MPC) Estimate</li> <li>• Engineering Change Proposal (ECP) Evaluations</li> </ul> <p><b>ACEIT</b></p> <ul style="list-style-type: none"> <li>• Support and Training</li> <li>• Customization</li> </ul> <p><b>Earned Value Analysis</b></p> <ul style="list-style-type: none"> <li>• Cost/Schedule Analysis</li> <li>• CPR/CSSR Analysis</li> </ul>
--	---

**Category Descriptions For Information Technology (IT) Professional Services (SIN 132-51)****PROGRAM MANAGER AND MANAGER OF MAJOR PROJECTS**

**Minimum Requirements:** BS/BA with 24 semester hours in quantitative analysis courses and at least ten years of system experience. At least seven of these ten years must have included system cost analysis experience demonstrating progressively more responsible assignments. At least four of the seven years of system cost analysis experience must be in information technology systems (e.g., radar, software, command, control and communications), and at least five of the seven years of system cost analysis experience must have been as a manager. An MS/MA will substitute for two years of the system experience requirement.

If task-unique requirements call for use of the Automated Cost Estimating Integrated Tools (ACEIT) system, the following are needed in addition to the minimum requirements: Must be thoroughly knowledgeable about the ACEIT system and have at least two years experience effectively managing ACEIT development efforts, performing ACEIT-related technical reviews, and have the ability to manage and allocate/prioritize resources for simultaneous activities or projects (and apply senior-level technical experience and knowledge to a variety of cost and other related tasks, e.g., engineering, financial, logistics, procurement, etc.). Must be able to effectively use and apply ACEIT to systems cost estimation, financial management, and other applicable analyses.

**Duties:** Effective and timely customer communications and coordination of analysts' project activities. Includes front-end team organization, assistance in providing methodology and general project approaches/concepts, schedule and cost management of the project, technical reviews of in-process and completed products. Requires excellent technical estimating review capabilities and the ability to manage and allocate/prioritize resources for simultaneous activities or projects.

**SENIOR COST ESTIMATOR / RESEARCH ANALYST LEVEL 1**

**Minimum Requirements:** BS/BA with 24 semester hours in quantitative analysis courses, and seven years of system cost estimating experience or ten years of system cost research experience. Has demonstrated progressively more responsible assignments and has managed or provided overall direction and leadership for the preparation of cost estimates or cost research projects. At least four of the seven years of system cost analysis experience must be in information technology systems (e.g., radar, software, command, control, and communications). An MS/MA will substitute for two years of the system cost estimating/research experience requirement. If task-unique requirements call for use of the ACEIT system, the following are needed in addition to the minimum requirements: BS/BA in mathematics, business, engineering, or related fields; must know how to effectively use ACEIT and apply it to systems cost analysis, cost-engineering analysis, and financial management.

**Duties:** Plans, organizes, directs, and conducts systems cost-estimating/research tasks in problem areas of **extensive scope and complexity**. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Has extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including the direction of other cost estimating/research analysts. Keeps abreast of new cost estimating/research methodologies, data bases, and tools. Makes technical cost estimating/ research decisions, which are considered authoritative and which demonstrate mature analytical judgment in anticipating and solving complex cost-related problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as the capability to evaluate the impact of new and innovative acquisition strategies. Work is reviewed by the Program Manager or Major Project(s) Task Manager to ensure it satisfies customer needs and complies with the contractor's overall estimating standards.

In those cases where task-unique requirements call for use of the ACEIT system, the duties are modified as follows: plans, organizes, directs, and conducts ACEIT-related cost estimating/research tasks in problem areas of extensive scope and complexity. Work is reviewed by the Program Manager and/or Task Manager of Major Project(s), to ensure it satisfies customer needs and complies with the contractor's overall quality standards.

#### ***SENIOR TECHNICAL / SYSTEMS ANALYST***

**Minimum Requirements:** BS/BA with major in engineering or computer science or equivalent. At least six years of professional experience in electronics hardware design, or manufacturing engineering, or six years of software design/development: (1) at least three years of which involved information technology equipment (e.g., radar, software, command, control, and communications); or information technology systems/applications or (2) at least two years of which involved decision support, management information, and database systems, or for ACEIT tasks; or (3) at least one year of which involved ACEIT design and development. Expert in technical field. An MS/MA will substitute for two years of the design, development or manufacturing experience requirement.

**Duties:** Provides authoritative technical inputs to cost estimating/research tasks in the areas of (1) electronics hardware design or manufacturing engineering, or (2) software design/development, or (3) ACEIT-related software design/development, interface development, and other related tasks.

#### ***SENIOR COST ESTIMATOR / RESEARCH ANALYST LEVEL 2***

**Minimum Requirements:** BS/BA with 24 semester hours in quantitative analysis courses and five years of system cost estimating experience or six years of system cost research experience. History of progressively more responsible assignments, and has managed or provided overall direction and leadership for the preparation of cost estimates and/or cost research projects. At least three of the five-to-six years of system cost estimating/research experience must be in information technology systems (e.g., radar, software, command, control, and communications). An MS/MA will substitute for two years of the system cost estimating/research experience requirement.

If task-unique requirements call for use of the ACEIT system, the following are needed in addition to the minimum requirements: BS/BA in mathematics, business, engineering, or related fields; must know how to effectively use ACEIT and apply it to systems cost analysis, cost-engineering analysis, financial management, pricing analysis, and/or other related tasks.

**Duties:** Plans, organizes, directs, and conducts systems cost-estimating/research/ training or ACEIT-related research tasks in problem areas of **moderate scope and complexity**. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Has moderate/extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including the direction of other cost analysts. Keeps abreast of new cost estimating/research methodologies, data bases, and tools. Makes technical cost estimating/research decisions, which are considered authoritative and which demonstrate mature cost estimating judgment in anticipating and solving complex cost analysis problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies. Work is reviewed by the Program Manager or Major Project(s) Task Manager to ensure it satisfies customer needs and complies with the contractor's overall estimating standards.

### ***COST ESTIMATOR ANALYST***

**Minimum Requirements:** BS/BA with 24 semester hours in quantitative analysis courses and at least three years of system cost analysis experience. At least two of the three years of system cost analysis experience must be in information technology systems (e.g., radar, software, command, control, and communications). An MS/MA will substitute for two years of the system cost analysis experience requirement.

**Duties:** Applies diversified knowledge of systems cost estimating principles and practices in areas of assignments. Work requires the modification and extension of existing methodologies and may require the use of advanced techniques. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and or modification of methodologies and tools. Normally receives technical guidance or consults with senior estimators on unusual or complex problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative strategies. Work is reviewed by a senior estimator analyst or manager to ensure technical accuracy, and to ensure it satisfies customer needs and complies with the contractor's overall estimating standards.

### ***COST RESEARCH ANALYST***

**Minimum Requirements:** BS/BA with 24 semester hours in quantitative analysis courses and at least three years of system cost analysis experience. At least two of the three years of system cost analysis experience must be in information technology systems (e.g., radar, software, command, control, and communications). An MS/MA will substitute for two years of the cost analysis experience requirement.



If task-unique requirements call for use of the ACEIT system, the following are needed in addition to the minimum requirements: BS/BA in mathematics, business, engineering, or related fields. Must also know how to use ACEIT and apply it to systems cost analysis, cost-engineering analysis, financial management, pricing analysis, and/or other related tasks.

**Duties:** Applies diversified knowledge of systems cost research principles and practices in areas of assignments. Work requires the modification and extension of existing methodologies and may require the use of advanced techniques. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Normally receives technical guidance or consults with senior researchers on unusual or complex problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as the capability to evaluate the impact of new and innovative strategies. Work is reviewed by the senior researcher or manager to ensure technical accuracy, and to ensure it satisfies customer needs and complies with the contractor's overall research quality standards.

In those cases where task-unique requirements call for use of ACEIT, the duties are modified as follows: Applies diversified knowledge of cost research principles and practices in ACEIT-related areas of assignments.

#### ***JUNIOR COST ESTIMATOR/RESEARCH ANALYST***

**Minimum Requirements:** BS/BA with 24 semester hours in quantitative analysis courses.

**Duties:** Typically uses prescribed methods, performs specific and limited portions of broader assignments normally under the direction of an experienced cost estimator/research analyst.

#### ***STATISTICIAN***

**Minimum Requirements:** BS/BA in statistics. At least five years of professional experience providing statistical analysis support to parametric analysis, business applications or undergraduate level statistical training. Expert in field of predictive statistics. An MS/MA will substitute for two years of the statistical analysis support experience requirement.

**Duties:** Provides expert statistical analysis in support of system cost estimating/research/training tasks.

#### ***SUBJECT MATTER EXPERT***

**Minimum Requirements:** Ph.D., preferably in engineering, science, or math with 24 semester hours in quantitative analysis courses and at least 15 years of relevant experience, or MS/MA with 18 years of relevant experience, or BS/BA with 21 years of relevant experience.

**Duties:** Act as senior company functional expert in areas relating to the information technology services efforts.

**SENIOR PROJECT LEADER**

**Minimum Requirements:** BS/BA preferably in business management, engineering, science, or math with at least 12 years of system experience. At least seven of these ten years must have been system business analysis experience in progressively more responsible assignments. At least four of the seven years of system business analysis experience must be in information technology systems, and at least five of the seven years must have been as a manager. An MS/MA will substitute for two years of the experience requirement.

**Duties:** Responsible for ensuring quality control of all projects under his or her leadership. Provides study direction and supervision to lead analysts for business analysis. Performs extensive interface with clients for service requirements.

**SENIOR BUSINESS ANALYST LEVEL 1**

**Minimum Requirements:** MS/MA preferably in business management, engineering, science, or math plus at least 8 years of relevant experience, or BS/BA plus at least ten years of directly related experience. Within the period of relevant experience, must have a minimum of six years working in financial management (cost, budget, audits, schedule, etc.). Extensive working knowledge of program planning and scheduling (critical path, float calculation, and integrated master schedule analysis); budget planning and formulation (PPBS); earned value analyses; program documentation development (Program Management Directive, Program Management Plan, Acquisition Plan, Requests for Proposals, etc.); and program reporting (Selected Acquisition Report, Defense Acquisition Executive Summary). Must have a working knowledge and familiarity with the automated hardware and software systems used for cost and schedule reporting and analyses. Eight years of directly related experience may substitute for a BS/BA.

**Duties:** Within defined objectives and with considerable latitude, performs in a professional position supporting client financial management operations by performing/leading business financial analysis, strategic/tactical business planning, business process reengineering, A-76 studies, budget preparation and analysis, contract reconciliation, economic analysis, contractor cost/schedule analysis, MIS development, and documentation development. Develops and/or reviews study plans and monitors/reports project status.

**SENIOR BUSINESS ANALYST LEVEL 2**

**Minimum Requirements:** MS/MA preferably in business management, engineering, science, or math plus at least six years of relevant experience, or BS/BA plus at least eight years of directly related experience. Within the period of relevant experience, must have a minimum of four years working in financial management (cost, budget, audits, schedule, etc.). Extensive working knowledge of program planning and scheduling (critical path, float calculation, and integrated master schedule analysis); budget planning and formulation (PPBS); earned value analyses; program documentation development (Program Management Directive, Program Management Plan, Acquisition Plan, Requests for Proposals, etc.); and program reporting (Selected Acquisition Report, Defense Acquisition Executive Summary). Must have a working knowledge and familiarity with the automated hardware and software systems used for cost and schedule reporting and analyses. Eight years of directly related experience may substitute for a BS/BA.

**Duties:** Within defined objectives and with some latitude, performs in a professional position supporting client financial management operations by performing/leading business financial

analysis, strategic/tactical business planning, business process reengineering, A-76 studies, budget preparation and analysis, contract reconciliation, economic analysis, contractor cost/schedule analysis, MIS development, and documentation development. If leading a project, develops study plans and monitors/reports project status.

### ***BUSINESS ANALYST***

**Minimum Requirements:** MS/MA preferably in business management, engineering, science, or math plus at least four years of relevant experience, or BS/BA plus at least six years of directly related experience. Within the period of relevant experience, must have a minimum of two years working in financial management (cost, budget, audits, schedule, etc.). Working knowledge and/or familiarity with program planning and scheduling (critical path, float calculation, and integrated master schedule analysis); budget planning and formulation (PPBS); earned value analyses; program documentation development (Program Management Directive, Program Management Plan, Acquisition Plan, Requests for Proposals, etc.); and program reporting (Selected Acquisition Report, Defense Acquisition Executive Summary). Must have a working knowledge and/or familiarity with the automated hardware and software systems used for cost and schedule reporting and analyses. Eight years of directly related experience may substitute for a BS/BA.

**Duties:** Supports financial management operations by performing business financial analysis, strategic/tactical business planning, business process reengineering, A-76 studies, budget preparation and analysis, contract reconciliation, economic analysis, contractor cost/schedule analysis, MIS development, and documentation development. If leading a project, develops study plans and monitors/reports project status.

### ***JUNIOR BUSINESS ANALYST***

**Minimum Requirements:** BS/BA preferably in business management, engineering, science, or math plus at least two years of relevant experience. Five years of directly related experience may substitute for BS/BA. Within the period of relevant experience, must have a minimum of two years working in financial management (cost, budget, audits, schedule, etc.). Familiarity with program planning and scheduling (critical path, float calculation, and integrated master schedule analysis); budget planning and formulation (PPBS); earned value analyses; program documentation development (Program Management Directive, Program Management Plan, Acquisition Plan, Requests for Proposals, etc.); and program reporting (Selected Acquisition Report, Defense Acquisition Executive Summary). Familiarity with the automated hardware and software systems used for cost and schedule reporting and analyses. An MS/MA will substitute for two years of the experience requirement.

**Duties:** Assists more senior level analysts in support of client financial management operations in such areas as business financial analysis, strategic/tactical business planning, business process reengineering, A-76 studies, budget preparation and analysis, contract reconciliation, economic analysis, contractor cost/schedule analysis, MIS development, and documentation development. The Level 1 or 2 Senior Business Analyst consults on and reviews all work to ensure technical accuracy, and to ensure it satisfies customer needs and complies with the contractor's overall research quality standards.

**INTERN BUSINESS ANALYST**

**Minimum Requirements:** BS/BA preferably in business management, engineering, science, or math. Five years of directly related experience may substitute for a BS/BA.

**Duties:** Assists more senior level analysts in support of client financial management operations in such areas as business financial analysis, strategic/tactical business planning, business process reengineering, A-76 studies, budget preparation and analysis, contract reconciliation, economic analysis, contractor cost/schedule analysis, MIS development, and documentation development. The Level 1 or 2 Senior Business Analyst consults on and reviews all work to ensure technical accuracy, and to ensure it satisfies customer needs and complies with the contractor's overall research quality standards.

**SENIOR TECHNICAL PROGRAMMER/ANALYST**

**Minimum Requirements:** BS/BA preferably in computer science or mathematics with at least six years full-time programming experience: (1) at least three of which were cost research, financial/schedule management, cost engineering, or procurement related automated tools programming; (2) at least two years of which involved cost research or ACEIT-related decision support, management information, and database systems; or (3) at least one year of which involved ACEIT design and development. Also must be skilled in one or more modern high-level programming language, e.g., Visual Basic.NET, C/C++, Java, ASP.NET, Visual Basic, Visual FoxPro. An MS/MA in computer science, information technology or mathematics may be substituted for two years of the experience requirement. Eight years of directly related experience may substitute for a BS/BA.

**Duties:** Verifies all computer programs written, and reviews documentation for quality and completeness. Assists in preparation of computer program user's manuals. Develops overall system architecture design, program specifications, and system test procedures for complex cost analysis requirements. The requirements may be embodied in ACEIT or other modules related to ACEIT, e.g., financial and schedule management, cost engineering, procurement, etc. Develops detailed instructions for implementation and coding by staff programmers. Oversees and coordinates day-to-day activities of staff programmers. Develops application software based on highly complex and sophisticated mathematical techniques, which require detailed understanding of mathematical/statistical concepts.

**PROGRAMMER**

**Minimum Requirements:** BS/BA in any subject with at least two years full-time programming experience. Also must be skilled in a modern high-level programming language, e.g., Visual Basic.NET, C/C++, Java, Visual FoxPro, ASP.NET, Visual Basic. If individual has at least four years experience, the individual does not need to have a Bachelor's degree. An MS/MA in computer science may be substituted for two years of the experience requirement.

**Duties:** Converts cost analysis problem descriptions into a sequence of detailed instructions to solve problems by electronic digital computers. Must be a fully-qualified computer programmer.

Programmer duties include coding equations, logic, etc., in computer languages as required to utilize computers for cost analysis, financial/schedule management, cost engineering, pricing, etc., work. Facilitates the accomplishment of complex cost analysis tasks embodied in ACEIT or other modules related to ACEIT, e.g., financial/schedule management, cost engineering, procurement, etc. Duties also require verification of all programs written, and proper and complete documentation of work including assistance in preparation of computer program user's manuals.

### ***JUNIOR PROGRAMMER***

**Minimum Requirements:** BS/BA in any subject. Also must be trained in a modern high-level programming language, e.g., Visual Basic.NET, C/C++, Java, Visual FoxPro, ASP.NET, Visual Basic. If individual has at least two years experience, the individual does not need to have a Bachelor's degree.

**Duties:** Performs basic design and coding of lower level modules or single programs using established procedures, usually following detailed instructions, under immediate supervision. Must be a fully-qualified computer programmer. Duties often require testing, debugging, and maintenance of existing written programs; proper and complete documentation of work; and helping prepare computer program user's manuals.

### ***DATA TECHNICIAN LEVEL 1***

**Minimum Requirements:** High school diploma and four years experience in technical administrative tasks. BS/BA can be substituted for three of the four years experience required.

**Duties:** Assists managers, estimators, and technical/business analysts by collecting, entering, retrieving, organizing, or maintaining analytical data. Duties also include technical document typing and editing, desktop publishing, data entry/retrieval, report generation, and other direct technical administrative support to managers, estimators, and technical/business analysts.

### ***DATA TECHNICIAN LEVEL 2***

**Minimum Requirements:** High school diploma and two years experience in technical administrative tasks. BS/BA can be substituted for experience required.

**Duties:** Assists managers, estimators, and technical/business analysts by collecting, entering, retrieving, organizing, or maintaining analytical data. Duties also include technical document typing and editing, desktop publishing, data entry/retrieval, report generation, and other direct technical administrative support to managers, estimators, and technical/business analysts.

***DATA TECHNICIAN LEVEL 3***

**Minimum Requirements:** Requires computer literacy, typing and data entry skills, and attention to detail.

**Duties:** Assists managers, estimators, and technical/business analysts by collecting, entering, retrieving, organizing, or maintaining analytical data. Duties also include technical document typing and editing, desktop publishing, data entry/retrieval, report generation, and other direct technical administrative support to managers, estimators, and technical/business analysts.

**CURRENT RATES BY LABOR CATEGORY FOR INFORMATION TECHNOLOGY  
(IT) PROFESSIONAL SERVICES (SIN 132-51)**

**27 February 2013 – 26 February 2018**

<b>Labor Category</b>	<b>27 Feb 13 - 30 Sep 13* GFY13*</b>	<b>01 Oct 13 - 30 Sep 14 GFY14*</b>	<b>01 Oct 14 - 30 Sep 15 GFY15*</b>	<b>01 Oct 15 - 30 Sep 16 GFY16*</b>	<b>01 Oct 16 - 30 Sep 17 GFY17*</b>	<b>01 Oct 17 - 26 Feb 18 GFY18*</b>
Program Manager	\$201.20	\$206.23	\$211.39	\$216.67	\$222.09	\$227.64
Sr. Cost Est/Res Anal Level 1	\$182.76	\$187.33	\$192.01	\$196.81	\$201.73	\$206.77
Sr. Tech/Sys Analyst	\$162.88	\$166.95	\$171.12	\$175.40	\$179.79	\$184.28
Sr. Cost Est/Res Anal Level 2	\$136.52	\$139.93	\$143.43	\$147.02	\$150.70	\$154.47
Cost Estimator Analyst	\$125.41	\$128.55	\$131.76	\$135.05	\$138.43	\$141.89
Cost Research Analyst	\$121.81	\$124.86	\$127.98	\$131.18	\$134.46	\$137.82
Jr. Cost Est/Res Analyst	\$99.84	\$102.34	\$104.90	\$107.52	\$110.21	\$112.97
Statistician	\$155.78	\$159.67	\$163.66	\$167.75	\$171.94	\$176.24
Subject Matter Expert	\$222.66	\$228.23	\$233.94	\$239.79	\$245.78	\$251.92
Sr. Project Leader	\$174.88	\$179.25	\$183.73	\$188.32	\$193.03	\$197.86
Sr. Business Analyst 1	\$162.98	\$167.05	\$171.23	\$175.51	\$179.90	\$184.40
Sr. Business Analyst 2	\$131.77	\$135.06	\$138.44	\$141.90	\$145.45	\$149.09
Business Analyst	\$105.24	\$107.87	\$110.57	\$113.33	\$116.16	\$119.06
Jr. Business Analyst	\$89.92	\$92.17	\$94.47	\$96.83	\$99.25	\$101.73
Intern Business Analyst	\$71.45	\$73.24	\$75.07	\$76.95	\$78.87	\$80.84
Sr. Tech Progr/Analyst	\$128.22	\$131.43	\$134.72	\$138.09	\$141.54	\$145.08
Programmer	\$109.82	\$112.57	\$115.38	\$118.26	\$121.22	\$124.25
Jr. Programmer	\$74.17	\$76.02	\$77.92	\$79.87	\$81.87	\$83.92
Data Technician 1	\$83.53	\$85.62	\$87.76	\$89.95	\$92.20	\$94.51
Data Technician 2	\$63.92	\$65.52	\$67.16	\$68.84	\$70.56	\$72.32
Data Technician 3	\$44.69	\$45.81	\$46.96	\$48.13	\$49.33	\$50.56

GFY: Government Fiscal Year

\*Includes IFF at .75%

## Sample Blanket Purchase Agreement

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE  
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act \_\_\_\_\_ (Ordering Activity) \_\_\_\_\_ and Tecolote Research, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as the search for sources; the development of technical documents and solicitations, and the evaluation of bids and offers. Teaming Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Part 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures:

## ORDERING ACTIVITY

DATE \_\_\_\_\_

CONTRACTOR

DATE \_\_\_\_\_



BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply contract number(s)\_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

**\*SPECIAL BPA DISCOUNT/PRICE**  
**Special Item No. 132-51, IT Professional Services**

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/ DATES
_____	_____
_____	_____

(3) The Ordering Activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of contractor;
- (b) Contract number;
- (c) BPA number;
- (d) Model number or National Stock Number (NSN);
- (e) Purchase order number;
- (f) Date of purchase;
- (g) Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of shipment.

(9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

\*\*\*\*\*

BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractors Team Agreements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirements.
- Customers make a best value selection.